Government of Madras

PUBLIC WORKS DEPARTMENT
(Marine)

G.O. No. 425, 20th February 1941

Budget Estimate, 1941-42—Mangalore Pilotage Fund—Accepted.

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Grand total ..	337	383	378	351	463	562	..	124	313	
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No. 1211/41 from the PWD, No. 2334/Tech-1 dated 11.9.1941 CE

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The estimates as accepted are annexed to these proceedings

P.S. to Minister 17.2.41

M 18.2.41

18.2.41

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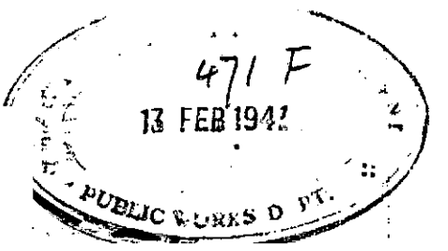

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MANGALORE PILOTAGE FUND

1941-42.

.33 A741-1

Forwarded to the Secretary to Government, Public Works (Marine) Department, dras.

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Certified that the actuals, as entered above, are those shown in the departmental accounts. They have been verified with the statements furnished by the Accountant-General, Madras, and found correct.

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Presidency Post Officer 11/2

Government of Madras

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5 MAR 1941
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INSTRUCTIONS FOR THE SECRETARIAT.

(a) If printed urgently or as special the Superintendent of the section concerned should sign the Press slip. The Superintendent should exercise a careful discretion in the matter.

(b) Each letter, memorandum, or order, or set of orders, in the file of correspondence should be headed in succession with the Roman numeral I, II, III, etc., the number being written in red ink or blue chalk above the item. The particular papers to be printed in the special issue-copies should be indicated by the Roman numeral (I, II, etc.) by which that item had been headed in the correspondence file. All matter, including marginal remarks or references, to be printed should be written in ink and matter which should not be printed should be encircled. Initials and signatures that are not quite legible should be re-written distinctly.

(c) For rules regarding printing of notes, see the chapter on printing and proof correction in the Secretariat Office Manual.

(d) The number of copies and the details of distribution should be filled in by the Superintendent or clerk concerned.

(e) In the absence of special instructions to the Press to keep matter standing for a specified period, ordinary papers of 8 pages and under will be kept standing for *one* week, and larger papers for *two* weeks only. *The type of notes and of all confidential papers is distributed immediately after striking.*

(f) This slip, properly and completely filled in, should accompany every paper sent to Press; it will be returned by the Press when proofs are furnished; it should be sent to the Press when a call is made for revised proofs or when a corrected proof is sent for striking. When finally returned by Press it should be filed with the original order or letter.

INSTRUCTIONS FOR THE PRESS.

(a) If, in the opinion of th tendent of the Press, a paper has been marked special of urgent unnecessarily, he should send the Press slip to the Assistant Secretary with a remark to that effect.

(b) Unless a note to the contrary is made against the matter, pencil entries should not be printed. The Superintendent of the Press may bring to the notice of the Assistant Secretary any instance of incomplete or carelesse diting.

(c) Signature copies of letters to the Secretary of State or to the Government of India should be printed on hand-made paper.

(d) This slip should be returned by the Press to the Secretariat when proofs are furnished: it will be sent back to the Press when proofs are returned corrected and should be finally returned to the Secretariat when struck-off copies are supplied.

(e) The names of the Secretary and Ministers or Advisers should be printed in full when they occur on the right hand side, only the first time when they appear on the left side, the initials alone being printed later.

TO PRESS, MADRAS, OOTY.

A	B	C
Please send proof in duplicate. The papers have been carefully edited.	Proof returned corrected. Please strike off and send number of copies as indicated.	As the matter is clear manu... has been carefully edited, (*b*) proof need not be sent. Please print and supply number of copies as indicated.
..... *Clerk.*	Type may be released $\frac{\text{after usual interval.}}{\text{at once.}}$	Type may be released after usual interval.
21/2 ..... *Supt.*	..... *Clerk.*	..... *Clerk.*
	..... *Supt.*	..... *Supt.*

SPECIAL INSTRUCTIONS.

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.
Received in Press on 22.2.41	.....
First proof furnished on 4.3.41	WT
Call for revised proof received on	.....
Revised proof furnished on	.....
Corrected proof received for striking on 10.3.41	WT
Final copies supplied on	.....